

DOE Weekly Field Memo – December 2, 2009

From the Department of Education:

- Memo: Policy Recommendations for Hiring Substitute Teachers
 - Memo: Availability of Online Criminal Record Checks
 - Supporting Military Kids During Deployment
 - Updated Special Education Mediation Form
 - *Roots of Success: Effective Practices in Vermont Schools* Copies
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Memo: Policy Recommendations for Hiring Substitute Teachers

Audience: Superintendents, Principals

Local school boards are responsible for adopting policies regarding employment qualifications of substitute teachers. This memo outlines Commissioner Vilaseca's recommendations for additional school policies regarding the hiring of substitute teachers. To view the complete memo go to

<http://education.vermont.gov/new/html/maindept.html#memos>.

Contact: Mark Oettinger at (802) 828-3135 or mark.oettinger@state.vt.us

Memo: Availability of Online Criminal Record Checks

Audience: Superintendents, Principals

To promote student safety, an easy-to-use online criminal record service is available for school administrator to use. This service is known as the Vermont Criminal Conviction Record Internet Service (VCCRIS), is provided by the Vermont Criminal Information Center (VCIC), and allows users to obtain criminal conviction records from VCIC. To view the complete memo from Commissioner Vilaseca and reach the link to VCCRIS, go to <http://education.vermont.gov/new/html/maindept.html#memos>.

Contact: Mark Oettinger at (802) 828-3135 or mark.oettinger@state.vt.us

Supporting Military Kids During Deployment

Audience: All

When military personnel are mobilized, their children are in need of special support from local schools and communities. A significant portion of stability in their family system has temporarily disrupted resulting in increased levels of stress and potential separation anxiety. As a result, these military kids are in need of heightened understanding and support for professionals in local school building where they spend a large portion of their day. Fortunately, several resources are available to schools, parents and students at no charge. Go to http://education.vermont.gov/new/html/mainpubs_resources.html#deployment for a list of resources from the Vermont Family Readiness Program, including contact information by region.

Contact: Andrew Hudacs at (802) 828-3892 or andrew.hudacs@state.vt.us

Updated Special Education Mediation Form

Audience: Special Education Administrators, Principals, Superintendents, Parents

Parents of a student receiving special education services who disagree with decisions made by the school regarding a student's identification, eligibility, evaluation, Individualized Education Program (IEP) or placement have three options available for resolving disputes with the school. These options include mediation, due process hearing and administrative complaint. Mediation may be requested in writing using the form provided below or by writing a letter to the Commissioner. If writing a letter to the Commissioner, you must include all of the information required by the updated mediation form found at http://education.vermont.gov/new/html/pgm_sped/policy/dispute_resolution.html#mediation.

Contact: Christina Sivret at (802) 828-3136 or Christina.sivret@state.vt.us

Roots of Success: Effective Practices in Vermont Schools Copies

Audience: All

The Department of Education's recently released report *Roots of Success: Effective Practices in Vermont Schools* is available online at <http://education.vermont.gov/new/html/mainpubs.html#success>. Hard copies can be ordered directly from the printer, using a form found on the Roots of Success Resources Site. The form should be mailed directly to Villanti Printers (address included on form) by **December 11, 2009**. The cost of each copy is \$10 plus tax and shipping and handling.

Contact: Susan Hayes at (802) 828-5892 or susan.hayes@state.vt.us

Weekly Field Memo is Online!

The DOE Weekly Field Memo is archived on the Department of Education Web site at http://education.vermont.gov/new/html/dept/field_memo.html. Field Memos and the corresponding attachments are available for download. For Field Memo information three months or older, or for other questions, please contact Jill Remick, communications director, at (802) 828-3154 or jill.remick@state.vt.us.

FOR MORE INFORMATION:

For the Department of Education Web site see: <http://education.vermont.gov/>. For upcoming events or professional development opportunities, see the DOE Calendar of Events located at: <http://education.vermont.gov/new/html/dept/calendar.html>.

Main Department Line: (802) 828-3135

NOTE: For comments or questions specific to the messages above, please contact the person listed. DO NOT reply to this message.

This Field Memo is posted weekly by the Department of Education to better organize our e-communications to the field. There may be times when separate messages from the department will still be sent.